

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
COMMUNICATION, LEGISLATION AND POLICY DIVISION**

**FINAL FILING DATE: August 14, 2006**

**Permanent/Full-Time**

**\$4,111.00 - \$4,997.00**

**POSITION SUMMARY:**

The Associate Governmental Program Analyst (AGPA) is a full journey level position in support of the Planning and Publications Unit. Under the direction of the Planning and Publications Manager, the AGPA will create highly specialized and time-sensitive reports; conduct both one-time and ongoing large projects; author, edit, and review Victim Compensation & Government Claims Board (VCGCB) publications; and perform various functions in support of the Victim Compensation Program (VCP).

The functions of this position are often time-sensitive in nature; require a high degree of confidentiality and a high level of accuracy.

**Requirements:**

- Strong analytical skills and the ability to work well under pressure.
- Excellent writing skills.
- Ability to use the Microsoft Office Suite of products, especially Excel and Word.
- Knowledge of InDesign, Photoshop, and Dreamweaver or HTML desirable.
- Occasional travel throughout California may be required.

**Ability to:**

- Gather and analyze data to address problems and make recommendations for improvements to VCGCB business processes.
- Present ideas and information effectively both orally and in writing.
- Reason logically and creatively and utilize a variety of analytical techniques to develop solutions for complex problems.
- Demonstrate courtesy, tact, and empathy; relate well to persons of varied backgrounds; and deal with sensitive subject matter.
- Demonstrate excellent customer service skills.
- Evaluate situations, demonstrate a good understanding of the key issues involved, and appropriately address those issues.
- Coordinate the work of others and act as a team or conference leader.

**ESSENTIAL FUNCTIONS INCLUDE:**

- 50% Conduct more complex research projects related to problems and improvements in the Board's business process under the leadership of the Research Program Specialist and the Planning and Publications Manager. Research and analyze data, create reports, and make recommendations to management. Projects include, but are not limited to:
- Developing procedures to improve services to constituents
  - Creating and implementing new business processes for the Board
  - Developing and implementing strategic planning goals and timelines
  - Analyzing specific data and providing written, statistical, or budgetary reports.
  - Developing surveys, analyzing results, and recommending program changes and implementation procedures.
  - Coordinating other confidential and time-sensitive projects as required.
  - Research may include activities such as conducting surveys, organizing focus groups, analyzing data, writing issue papers based on research, and delivering presentations or training related to research recommendations.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. \*\*Position subject to SROA and Re-employment List policies and procedures. \*\*



- 45% Work with other analysts in the unit to coordinate and develop outreach material for print and electronic publication.
- Research subject matter content for materials to be published.
  - Interview and consult both internal and external stakeholders to obtain facts and accurate information for publications.
  - Write, edit, design and prepare materials for publication.
  - Gather feedback from users of the published information to assess its impact and effectiveness.
  - Analyze information and prepare reports and recommendations to management for changes and improvements.
  - Create specialized outreach materials or presentations for other units at the Board.
  - Assist with maintaining the VCGCB website and intranet.
  - Work with vendors to obtain goods or services needed to produce outreach materials.
- 5% Perform other specialized duties as assigned by the Deputy Executive Officer for the Communication, Legislation and Policy Division (CLPD), or other CLPD managers.

**WHO MAY APPLY:**

Candidates currently in the AGPA level, in a reachable rank on an employment list for the AGPA classification or have transfer eligibility to the AGPA classification. Will consider downgrading to the Staff Services Analyst (General) classification for recruitment purposes and the duties and salary will be adjusted accordingly. Interested candidates must submit a State Application (Std. 678), resume (optional), accompanied by a cover letter explaining your eligibility and interest in the position. Applications will be screened and only the most qualified candidates may be selected to interview.

**SUBMIT APPLICATION TO:**

Victim Compensation and Government Claims Board  
Attn: Trish Lopez/Human Resources Section  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-8986  
tlopez@vcgcb.ca.gov

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